



TOWN OF NEWTOWN
BUILDING DEPARTMENT

**A GUIDE FOR THE HOMEOWNER IN OBTAINING A
RESIDENTIAL BUILDING PERMIT**

INFORMATION ABOUT THE BUILDING DEPARTMENT

WHAT ARE OUR HOURS?

- ◆ MONDAY, TUESDAY, WEDNESDAY, THURSDAY 8:00 a.m. to 4:30 p.m.
FRIDAY 8:00 a.m. to 1:00 p.m.
- ◆ PERMIT APPLICATIONS AND PERMIT ISSUANCE 8:00 a.m. to 4:00 p.m
- ◆ INSPECTOR'S OFFICE HOURS : 1:30 p.m. to 4:15 p.m. or by appointment
- ◆ HOURS OF INSPECTION : 8:30 a.m. to 12:00 noon every day
- ◆ 48 HOURS NOTICE IS REQUIRED FOR INSPECTION REQUESTS. DUE TO THE NATURE OF INSPECTIONS WE CANNOT SCHEDULE SPECIFIC APPOINTMENT TIMES. THERE MAY BE TIMES WHEN MORE THAN 48 NOTICE HOURS WILL BE REQUIRED FOR INSPECTIONS DUE TO UNUSUAL WORKLOADS.

OUR STAFF:

THOMAS PATERNOSTER
WILLIAM ANDRICOVICH
ANTHONY BEZOK
BRETT ZURAITIS
LISA BIGHAM
LISA LOESER

CHIEF BUILDING OFFICIAL
DEPUTY BUILDING OFFICIAL
ASSISTANT BUILDING INSPECTOR
ASSISTANT BUILDING INSPECTOR
ADMINISTRATIVE ASSISTANT
SECRETARY

OUR PHONE NUMBERS

PHONE 203-270-4260

FAX 203 - 270-4263

REQUIREMENTS FOR VARIOUS TYPES OF PERMITS

*NEW HOMES, ADDITIONS, DECKS, SWIMMING POOLS (IN-GROUND AND ABOVE GROUND),
PORCHES, FINISHED BASEMENT, FINISHED BONUS ROOM, GARAGES, BARNs, SHEDS,
INTERIOR AND EXTERIOR RENOVATIONS*

WHAT IS REQUIRED FOR APPLICATION SUBMITTAL?

REQUIRED DEPARTMENTAL SIGNOFFS:

- ♦ **TAX ASSESSOR**
- ♦ **TAX COLLECTOR**
- ♦ **ZONING DEPARTMENT**
- ♦ **CONSERVATION DEPARTMENT**
- ♦ **HEALTH DEPARTMENT**
- ♦ **TOWN ENGINEER (DRIVEWAY PERMIT)**
- ♦ **BUILDING DEPARTMENT REQUIREMENTS**
 - a.) **BUILDING PERMIT APPLICATION COMPLETELY FILLED OUT (BACK AND FRONT)**
 - b.) **PLOT PLAN**
 - c.) **BEFORE YOU DIG NUMBER (BUD #) CALL 1-800- 955-4255**
 - d.) **HEAT LOSS CALCULATIONS**
 - e.) **DOCUMENTATION OF 1995 MODEL ENERGY CODE COMPLIANCE**
 - f.) **COMBUSTION AIR CALCULATIONS**
 - g.) **WORKER'S COMPENSATION CERTIFICATE**
 - h.) **TWO SETS OF CONSTRUCTION PLANS SIGNED BY EACH DEPARTMENT**
 - i.) **THE CONSTRUCTION PLANS ARE TO SHOW:**
 - 1. **FOUNDATION DRAWINGS SHOWING FOOTING DEPTH, LALLY COLUMN SPACING AND GIRDER SIZES, AND TYPE OF FOUNDATION AND THICKNESS.**
 - 2. **ALL FRAMING DETAILS, TYPE AND SPECIES OF LUMBER SIZES AND SPACING.**
 - 3. **FULL SECTION DRAWING**
 - 4. **SHOW THE FOUR ELEVATIONS**
- ♦ **YOU MUST APPLY FOR SEPARATE SUBCONTRACTOR'S PERMITS (PLUMBING, HEATING, ELECTRICAL, ETC., ONCE THE BUILDING PERMIT IS ISSUED)**

DECK PERMIT REQUIREMENTS

REQUIRED DEPARTMENTAL SIGNOFFS:

THE SAME AS STEPS THAT ARE LISTED ON THE PREVIOUS PAGE EXCEPT FOR:

1. TOWN ENGINEER
2. HEAT LOSS CALCULATIONS
3. MODEL ENERGY CODE COMPLIANCE

FOR DECK PERMITS THE TOTAL SQUARE FOOTAGE OF THE DECK MUST BE SHOWN ON THE APPLICATION.

DECK PLANS MUST SHOW FOOTING DEPTH AND SPACING, HOW DECK IS CONNECTED TO HOUSE, HEIGHT OF DECK PLATFORM ABOVE GRADE, STAIR RISE AND RUN DIMENSIONS, HEIGHT OF GUARDRAIL IF REQUIRED, BALUSTER SPACING, GIRDER SIZE, JOIST SIZE AND SPACING.

IF THE DECK ACCESSES OR IS ATTACHED TO A SWIMMING POOL, PLEASE SEE A BUILDING INSPECTOR REGARDING THE REQUIREMENTS FOR POOL BARRIERS.

SWIMMING POOLS

THE SAME AS STEPS THAT ARE LISTED ON THE PREVIOUS PAGE EXCEPT FOR:

1. TOWN ENGINEER
2. HEAT LOSS CALCULATIONS
3. MODEL ENERGY CODE COMPLIANCE

SWIMMING POOL APPLICATIONS REQUIRE TWO COPIES OF SIGNED ENGINEERED DRAWINGS. THE BUILDING OFFICIAL MUST APPROVE POOL FENCING.

FINISHED BASEMENT

THE SAME AS STEPS THAT ARE LISTED ON THE PREVIOUS PAGE EXCEPT FOR:

1. TOWN ENGINEER

COMBUSTION AIR CALCULATION MUST BE SUBMITTED

GARAGES (DETACHED AND ATTACHED)

THE PROCEDURE FOR GARAGES IS THE SAME AS FOR NEW HOMES AND ADDITIONS

SHEDS (PREFABRICATED OR NOT) AND BARNs

THIS INCLUDES TOOL SHEDS, GARDEN SHEDS, CABANAS, STORAGE SHEDS, GAZEBOS, ETC. A BUILDING PERMIT IS REQUIRED FOR ALL SHEDS NO MATTER WHAT SIZE. FROST FOOTINGS ARE NOT REQUIRED FOR SHEDS UNDER 200 SQUARE FEET.

FOR PREFABRICATED SHEDS WE WILL NEED A COPY OF THE SPECIFICATIONS WHICH YOU SHOULD HAVE RECEIVED WHEN PURCHASING THE SHED. IF THE SHED IS TO BE BUILT A FRAMING DETAIL, ROOF CONSTRUCTION AND FOUNDATION DETAILS ARE NEEDED.

SIDING

A PERMIT IS REQUIRED FOR SIDING.

WE WILL WANT TO KNOW THE TYPE OF SIDING, NUMBER OF SQUARE

REPLACEMENT WINDOWS

A PERMIT IS REQUIRED FOR REPLACEMENT WINDOWS.

ROOFING

- ◆ A PERMIT IS REQUIRED FOR REROOFING. THE FOLLOWING INFORMATION MUST BE SUPPLIED:
- ◆ HOW MANY EXISTING LAYERS OF SHINGLES
- ◆ HOW MANY TO BE STRIPPED
- ◆ NUMBER OF SQUARES
- ◆ WEIGHT PER SQUARE
- ◆ PITCH OF ROOF
- ◆ FELT PAPER USED
- ◆ IS ROOF GOING TO BE RESHEATHED

ELECTRICAL PERMIT REQUIREMENTS

- ◆ MISCELLANEOUS WIRING
- ◆ SERVICE CHANGES
- ◆ ELECTRIC HEAT

AN ELECTRICAL PERMIT IS REQUIRED FOR ALL OF THE ABOVE.
HEAT LOSS CALCULATIONS WILL BE REQUIRED IF THERE IS ELECTRIC HEAT

HEATING AND AIR CONDITIONING PERMITS

- ◆ FURNACE REPLACEMENT
- ◆ BOILER REPLACEMENT
- ◆ WATER HEATER REPLACEMENT
- ◆ OIL TANK REPLACEMENT
- ◆ ALTERATIONS TO HEATING SYSTEMS
- ◆ ADDING ADDITIONAL HEATING ZONES
- ◆ WOODSTOVES: A PERMIT IS REQUIRED FOR ALL WOODSTOVES, COALSTOVES, FIREPLACE INSERTS, ETC. A COPY OF THE STOVE SPECIFICATIONS WILL BE REQUIRED AT THE TIME OF APPLICATION

A PERMIT WILL BE REQUIRED FOR ALL OF THE ABOVE.
EQUIPMENT SPECIFICATIONS, AND HEAT LOSS CALCULATIONS MUST BE SUBMITTED.

OIL TANK REMOVAL AND INSTALLATION

- ◆ OIL TANKS MAY BE ABANDONED IN PLACE OR REMOVED.
THERE ARE RULES AND REGULATIONS THAT APPLY TO REMOVAL OR ABANDONMENT.
THE FIRE MARSHAL'S OFFICE MUST BE NOTIFIED OF ANY TANK REMOVAL OR ABANDONMENT.
- ◆ PERMIT IS REQUIRED FROM THE BUILDING DEPARTMENT FOR INSTALLATION OF A NEW TANK. A LICENSED HEATING CONTRACTOR MUST DISCONNECT THE PIPING AT THE OLD TANK AND INSTALL THE NEW TANK.

PLUMBING

- ◆ MISCELLANEOUS PLUMBING
- ◆ HOT WATER HEATERS
- ◆ REPLACEMENT OF FIXTURES OR NEW FIXTURES
- ◆ SPECIFICATIONS FOR WATER HEATER MUST BE SUBMITTED.
- ◆ CHECK WITH THE BUILDING DEPARTMENT IF IN DOUBT WHETHER A PERMIT IS REQUIRED.